

# **State Transitional Manager– A Career Change Process for State Employees In Manager Occupations**

## **Q: Who is eligible?**

- Career, classified managerial employees with status.

## **Q: What is the purpose of this process?**

- The State Transitional Manager process can be used to facilitate managerial employees' career movement by allowing them to switch from one managerial classification to another without losing employment preference rights or, in most cases, pay.

## **Q: How does this process work?**

- The employee must possess the minimum educational, licensure, certification or registration requirements for the new classification. The employee applies for and is appointed to a position in the State Transitional Manager classification at the pay level of the position being departed. After completing one year of satisfactory service, the employee may be reclassified to the new managerial classification at the same level as the previous managerial classification. If not, the employee will stay in the State Transitional Manager classification.

## **Q: What happens to pay?**

- The employee will keep their current rate of pay while classified as a State Transitional Manager under two conditions:
  - 1) It must be less than the maximum of that pay range, and
  - 2) It must be less than the maximum of the classification in which the employee will ultimately be classified.

If the employee is paid more than the maximum of the State Transitional Manager classification or the maximum of the classification into which the employee will be moved, the employee will be paid the lesser of the two rates.

## **Q: What would happen during a RIF?**

- In a Reduction in Force (RIF), an employee entering the State Transitional Manager classification from a classification with a higher employment preference level would maintain their employment preference rights from their former classification and level.

*More on the State Transitional Manager Process . . . →*

**Q: How does the State Transitional Manager process help employees?**

- The State Transitional Manager process can help employees change professional careers at an accelerated pace, without losing pay or employment preference rights. For example, an employee could switch careers from a Departmental Manager 14 to a Human Resources Manager 14. Without the State Transitional Manager process, the employee would have to have two years of experience as a Personnel Management Analyst 11 or one year of experience as a Personnel Management Analyst 12. The employee may lose pay and employment preference rights in the process.

Using the State Transitional Manager process, however, the Departmental Manager 14 would enter the new field as a State Transitional Manager 14. After completing one year of satisfactory service, the employee would be reallocated to the Human Resources Manager 14, and would have maintained their rate of pay and employment preference rights from the Departmental Manager 14 position throughout the entire training period.

**Q: Questions?**

- If you have questions about this information, or would like to schedule an appointment with one of our Lansing Office career planning consultants, call (517) 373-3030 or 1-800-788-1766, or contact the Civil Service Detroit Regional Office at (313) 456-4400.